



# Method's Time Management Program

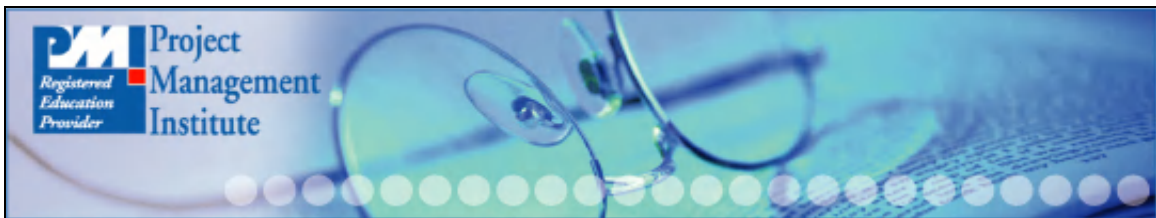
By:

**Ammar W. Mango, CSSBB, PMP,  
PgMP, PSP**



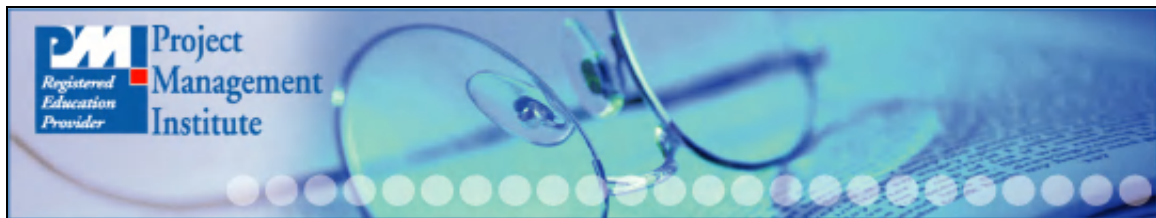
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## 1 Program Value

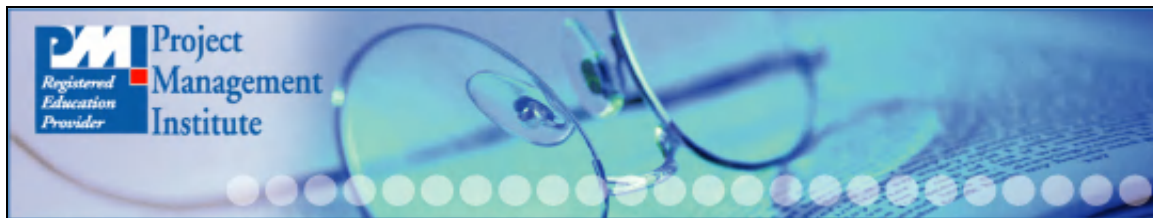
Getting the most out of a 24-hour day is a constant challenge in our busy world. Too much to do and not enough time to do it is a common problem many people face in the workforce. Although we can't give you more hours in the day, we can teach you how to decide what to do and when to do it. This high-energy, back-to-basics training program explains the fundamentals of time management: understanding the value of time, proven ways to get the most out of a day, how to balance work and home, techniques for eliminating time wasters, how to conquer procrastination, and more.





## 2 Target Audience

This course is designed for anyone who needs time management training to deal with multiple projects and/or faces expanding workloads, tight time lines and increased uncertainty.



## 3 Program Description

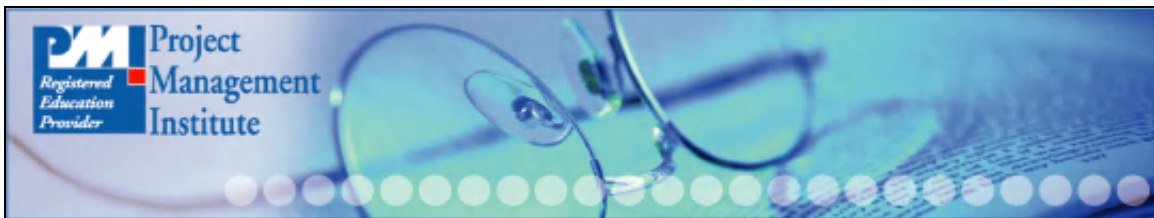
### 3.1 Program Objectives

At this program's conclusion, participants should be able to:

- List barriers to successful time management.
- Understand and demonstrate the use of to-do lists and the ABC prioritization technique.
- Manage voicemail to reduce time spent checking messages.
- Write SMART goals and explain their benefit.
- Demonstrate how to say “no.”
- Delegate tasks and assignments.
- Develop an action plan for better use of time.
- Begin implementing goals created during the session.

### 3.2 Program Contents

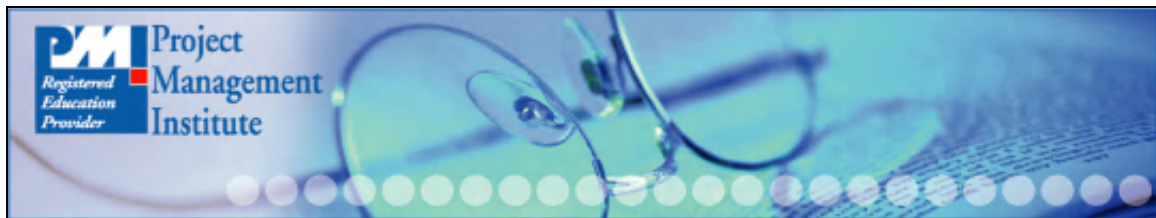
- **Time Management Basics**
  - Principles of Time Management
  - Productivity Cycles
  - Utilize Time More Efficiently
  - Goals and Priorities
  - Set Priorities...and Stick to Them!
- **Time Management Plans**
  - Daily Planning
  - Target Your Time Wasters and Get Rid of Them!
  - Schedule Time for Sleep, Exercise and Eating Right
  - Take Time Off for Your Family - Guilt Free
- **Technology and Time Management**



- Technology Saves Time
- When and How to Say "No"
- **Productivity**
  - Reduce Interruptions
  - Make Your Meetings Count
  - Avoid Being Late for Meetings
  - Factors Affecting Productivity
  - Identify Bad Habits
- **Permanent Change**  
Create Lasting Change within Yourself and Your Organization

### 3.3 Material Provided:

- Training manual:
  - Power point slides
  - Case Studies
  - Exercises and quizzes
- Course completion certificate by Method as a Registered Education Provider of the PMI.

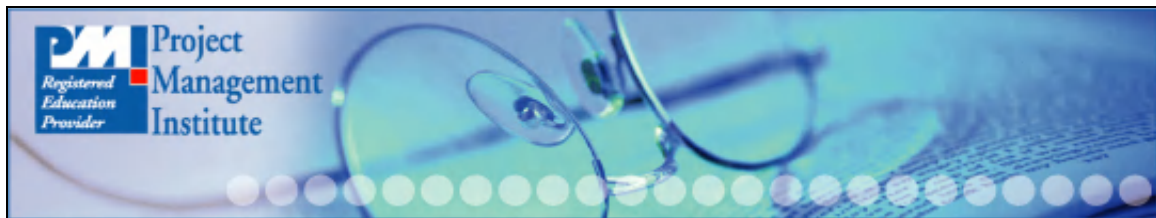


## 4 Program Leader

### **Ammar W. Mango, CSSBB, PMP, PgMP, PSP**

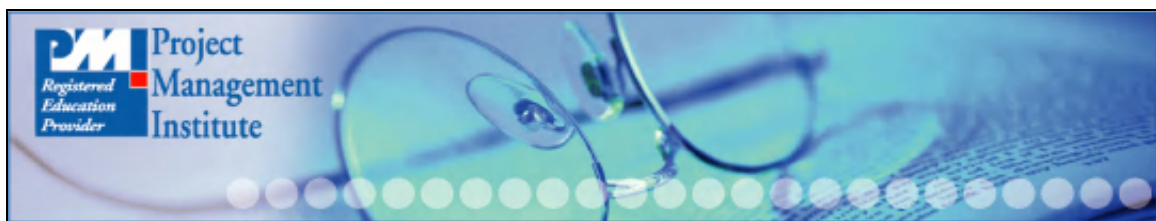
The most important factor of all for the success of any training experience is the trainer. This Method program is exceptionally successful because it is led by an exceptional trainer. Considered a regional leader in the field, Mr. Mango enjoys an incomparable profile as a project management consultant, trainer, and advocate.

- Twenty years experience in Consulting and Training on the subject of Project Management.
- Global experience spanning four continents.
- The 733rd PMP® to be certified worldwide in 1991. (About 250,000 PMPs are certified today)
- Certified Six Sigma Black Belt (2nd in Middle East).
- Certified Program Management.
- Published author (articles, research, training material, and new book).
- Daily business columnist on organizational leadership and project management in the Jordan Times.
- First author of PMP online training in the Middle East.
- Reputable clients list including Fortune 500 companies and global organizations like Visteon Systems (USA), Ford Motor (USA), Detroit Edison (USA), Fermi II Nuclear Plant (USA), Qatar Petroleum (Qatar), Saudi Telecom Company (KSA), Al Fotaim Group (UAE), Aramco (KSA), Arab Bank (Jordan), Jordan Telecom (Jordan) and many many more.
- Served as VP Education, PMI Great Lakes Chapter in 1993, and is the founder of the PMI Jordanian Chapter.
- Contributor in PMI research and development efforts.



## 5 Why Method

- Training conducted by a **world class trainer**, Mr. Ammar W. Mango, CSSBB, PMP, PgMP, PSP.
- Proven leadership & track record with an impressive history of conducting successful PM training for thousands of professionals and helping hundreds get certified as PMPs.
- First Registered Education Provider of PMI in Jordan.
- Proven track record in project management consulting with great success for clients in Jordan including Jordan Telecom, Arab Bank, MOICT and others.
- Focus. Method is the only Middle East Company that is fully focused on Project Management.



## 6 Fees & Logistics

### 6.1 Dates & Times

Method Time Management Program usually starts on a Sunday (on the dates mentioned below). The program will run over five consecutive days, Sunday to Thursday, 3:00 to 7:00 PM. Total program duration is 20 hours.

**Upcoming Run:** From Jul 4<sup>th</sup> to Jul 8<sup>th</sup>, 2010

### 6.2 Venue

The training will be held at the brand new state of the art training facilities of **GURUS** Main, the professional service training firm at Abu Al Haj complex, 8<sup>th</sup> Floor. **GURUS** venues have an advantage over five stars hotel facilities in many ways. The most important is the fact that they are custom designed specifically for training purposes and for the comfort of training participants. Furthermore their design and setup promotes modern adult training themes such as active learning, group discussions, exercises, and interaction among participants and the facilitator. Also, **GURUS** provides a private setting for participants to interact and also network during breaks in comfortable and professional lounges, away from the hustle and bustle of a hotel venue.

### 6.3 Fees

Cost per participant is JD 750. Price includes training material and certificates by Method as a Registered Education Provider of the PMI.

### 6.4 Registration

Other details, terms and conditions can be found in the **Registration Form**.





## 7 Contact Info

Please call us for more details.

### **Hala Badaro**

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